

REQUESTS FOR INFORMATION

**LT Ross Campbell - AROICC
Patuxent River**

REQUEST FOR INFORMATION - What is it?



- **What is a Request for Information (RFI)?**
 - **Written request to Gov't/Designer for Additional information required for contract performance.**
 - **Is NOT a PC or MOD**

- **Format**
 - **Use WebCM to send and receive**
 - **Basic Elements**
 - Contract Number
 - RFI Number
 - Contract Title
 - Prime Contractor
 - Subject/Title of RFI
 - Reference (Drawing #, Detail, Spec, CPM Activity)
 - Cost Effect Net Increase/Decrease or None
 - Information Requested & **RECOMMENDED SOLUTION**

REQUEST FOR INFORMATION - Process



- **What is the RFI Process?**
 - **Generated by the Contractor**
 - **Received and Reviewed**
 - Forwarded to Reviewer
 - **Response to RFI**
 - **Distribution of RFI**

- **Response Time**
 - **Generally 5 working days**
 - **Partnering Issue**

REQUEST FOR INFORMATION - Process Cont.



- **What do you do if the RFI is Urgent?**
 - **Quantify Urgency**
 - **Communicate**

- **What if you don't agree with RFI Response?**
 - **Partnership Issue**
 - **Dispute Resolution**

REQUEST FOR INFORMATION - Roles and Responsibilities



- **Design Bid Build vs. Design Build**
 - **Determine RFI Work Flow**
- **Set in Web CM**
 - **Method for electronic delivery and receipt of RFI's**
- **RFI Log**
 - **Tracking**
 - **Attention Focus**

REQUEST FOR INFORMATION - Incorporation



- **Project Schedule**
 - **Affect on the Critical Path**
 - **Adjust the CCD**

- **As-Builts**
 - **Answers need to be incorporated in to As-Builts**

Questions?